



United States
Department of
Agriculture

Rural
Housing
Service

101 SW Main, Suite 1410
Portland, OR 97204-3222
PHONE: (503) 414-3300
FAX: (503) 414-3385
TTY: (503) 414-3387
Office Hours 8:00 am - 4:30 PM

January 15, 2003

SUBJECT: FY 2003 State Internal Review Process

TO: Program Directors
Rural Development Coordinator
Rural Development Managers
Rural Development, Oregon

PURPOSE/INTENDED OUTCOME:

This Administrative Notice is issued to schedule the FY 2003 through FY 2007 State Internal Review (SIR) process.

COMPARISON WITH PREVIOUS AN:

No previous AN's have been issued on this subject for FY 2003.

IMPLEMENTATION RESPONSIBILITIES:

The Management Control Officer (MCO) for Rural Development is Jillene Davis. The MCO is the team coordinator for all SIRs.

SIRs have been scheduled on a 5-year SIR Plan. The 5-year Plan is subject to revisions based on personnel changes, staff, and budget resources. In Oregon, offices are managed by a Rural Development Manager and may house specialists from SFH, MFH, RUS, or RBS. The specialists report to their respective Program Directors, except for SFH who report to the Rural Development Coordinator. SIRs scheduled for Area Offices will include reviews for Civil Rights, Administration, and Automation for all Programs.

The proposed SIR schedule for FY 2003 through FY 2007 is as follows:

Pendleton Area Office	FY 2003	SFH
MFH Centralized	FY 2003	Loan Processing and Loan Servicing
Eugene Area Office	FY 2004	SFH
RBS Centralized	FY 2004	Loan Processing and Loan Servicing, includes Community Facilities
RUS Centralized	FY 2004	Loan Processing and Loan Servicing
Redmond Area Office	FY 2005	SFH

EXPIRATION DATE:

January 31, 2004

FILING INSTRUCTIONS:

Preceding RD Instruction 2006-M

USDA, Rural Development is an Equal Opportunity Lender, Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington D.C. 20250

Roseburg Area Office
Salem Area Office

FY 2006 SFH
FY 2006 SFH

Oregon AN No. 1242 (2006-M)
Page 2

A State Senior Management (SSM) team has been established to assist the MCO and State Director planning the SIRs, review SIR team reports and reviewed offices' action plans, and make recommendations regarding SIR report closure. The SSM team for FY 2003 will be:

Lynn Schoessler, State Director
Jillene Davis, Management Control-Civil Rights Program Director
Nancy Larson, Secretary
Sharon Shaffer, Single Family Housing Director
Bud Fischer, Rural Business and Cooperative Director
Wayne Dunlap, Acting Rural Utilities Director
Bill Daniel, Multi-family Housing Director
Sally Craber, Administrative Officer

The SIR team to conduct all the SIR's for FY 2003 has been established:

Jillene Davis, Management Control-Civil Rights Program Director
Nancy Larson, Secretary
Sharon Shaffer, SFH Program Director
Patty Seawell, SFH Specialist
Debbie Nichols, SFH Specialist
Barb Brandon, SFH Technician
Mona Ellison, State Environmental Coordinator
Mary Powell, IRM
Eduardo Alanis, HRM or Sally Craber, Administrative Officer
Nancy Block, MFH Specialist
Clem Singer, RUS Specialist

The SIR team will conduct the on-site review and other evaluations (docket reviews, management reports, etc.). An entrance and exit conference will be held with the SIR team and staff of the office being reviewed to discuss the purpose and scope of the SIR. The SIR team will provide a copy of a draft report to the reviewed office at the exit conference, and a final report to the State Director, Attention MCO within 10 workdays from the date of the exit conference. The reviewed office will provide an action plan with corrective actions to the State Director, Attention: MCO, also within 10 workdays from the date of the exit conference.

Follow-up activities and responsibilities as required in RD Instruction 2006-M will be followed. Employees should review RD Instruction 2006-M to familiarize themselves with the SIR process. If there are any questions regarding the SIR process, please contact Jillene Davis at (503) 414-3353.



LYNN SCHOESSLER

State Director

Attachment